

FACULTY OF BUSINESS AND LAW INSTRUCTION

SELECTION VIA COURSE TRANSFER TO FACULTY COURSES (INCLUDING COMBINED COURSES AND INTERCAMPUS TRANSFER)

Level	Instructions
Enabling or operational policy:	Admission to Higher Education Courses procedure Faculty Rule – Admission and Selection to B+L postgraduate (coursework) courses
Policy Area:	Academic Matters

This Instruction came into effect on 1 January 2006; updated 26 November 2010

CONTEXTUAL STATEMENT

COURSE TRANSFER

Students who have commenced studies in an award course at Deakin University may apply to **transfer to another award course**. Selection will be based primarily on academic merit. When an application for **Course Transfer** has been approved, students will not normally be permitted to transfer back into the initial course at a later date.

INTERCAMPUS TRANSFER

An **Intercampus Transfer** refers to the **transfer of the campus of course enrolment only** (for example, enrolment in the BCom at Geelong into the BCom at Burwood) for a student enrolled in an award course of the University.

INSTRUCTIONS

FACULTY UNDERGRADUATE COURSES

Section A – Commonwealth Supported Places

1. Deakin undergraduate students applying for **transfer** must have completed their first year of study or equivalent in the course in which they are enrolled (for example, a full-time student having completed 8 credit points of a 24 cp course).
2. Selection for **intercampus transfer** will be based primarily on academic merit, including course WAM and students must meet the selection criteria for the course/campus for which they are applying in the relevant year, unless they are able to demonstrate that extenuating circumstances apply. In this case students must be referred to the Course Selection Committee with comprehensive supporting documentation.

The Faculty will permit students to undertake up to 4 credit points of course-grouped units at another campus without having to apply for an intercampus transfer. Cross-campus enrolment of this type will normally only be approved when students have completed their first year of study or equivalent at their home campus.

3. Applications for **course transfer** will not normally be considered for students who have commenced their final semester of study in their currently enrolled course.
4. Students may choose to complete only one component of the course without the need for formal **course transfer**. Early exit arrangements may apply when component course requirements are met.

Deakin students applying for transfer to a Faculty undergraduate courses and associated combined courses (except Law and Law combined courses)

5. Normally a minimum weighted average mark (WAM) as indicated below must be achieved for application for transfer to be considered:
 - Burwood—70
 - Geelong—60
 - Warrnambool—50
 - off campus—50
6. Applications from students seeking to transfer to a combined course must be considered by both Course Selection Committees for each component of the combined course before approval is granted. Other faculties may impose additional or different selection requirements for their component of the combined course.

Bachelor of Business (Sport Management) and Bachelor of Sport Development

7. Students applying for **course transfer** to the Bachelor of Business (Sport Management) and Bachelor of Sport Development will normally need a minimum WAM of 70 to be considered for transfer.
8. The Course Selection Committee reserves the right to interview students whose background in sport, either in work history, sporting performance or voluntary involvement, is deemed to warrant consideration.
9. Interviews will consider:
 - student's interest in the program
 - student's desire to pursue a business-based degree within the context of sport
 - participation, coaching and voluntary involvement in clubs, etc.
 - previous work history in sport.

Bachelor of Management/Advanced Diploma of Tourism Management – offered in conjunction with Box Hill Institute

10. Applications from students applying for **course transfer** to the Bachelor of Management offered in conjunction with the Advanced Diploma of Tourism Management must also be considered by the Centre for Hospitality and Tourism Studies at Box Hill Institute of TAFE.
11. Students applying for **course transfer** from the Bachelor of Management/Advanced Diploma of Tourism Management to the stand-alone Bachelor of Management must be enrolled in the concurrent program for a minimum period of 12 months before transfer will be permitted. There is no requirement for students to have achieved a minimum WAM or completed a minimum number of credit points in this instance.

Law and Law Combined Courses

Students Who Have Commenced a Course Other than Law or Law Combined Courses

12. Normally the achievement of a minimum WAM of 70 is required for the application for **transfer** to be considered for law courses.
13. Students who have commenced a stand-alone award course other than law may apply for **transfer** to a law course at the end of the first year of study (or part-time equivalent).

Students Who Have Commenced a Law or Combined Law Course and Wish to Transfer to a Different Combined or Stand Alone Law Course

14. Students who have commenced a combined law course may apply for **transfer** to another combined law course on their campus of enrolment upon successful completion of their first year of study.

Students Who Have Commenced a Law or Combined Law Course at the Warrnambool Campus

15. Students enrolled in Law or Law combined courses at the Warrnambool Campus and who have completed the first 2 years of study within the LLB (or equivalent for combined courses) may apply for **intercampus transfer** without restriction to the Geelong Campus or the off campus mode. **Intercampus transfer** applications for the Burwood Campus will be considered as above.

Section B – International Full Fee Places

16. International undergraduate students will normally be required to have completed a minimum of one trimester of study in their original course/campus of enrolment before they can be considered for an **intercampus transfer** or **course transfer**.
17. Students must demonstrate that they have achieved satisfactory progress in their previous trimester of study by passing at least 50 per cent of enrolled units; and meet the additional requirements specified for admission (if applicable) for the new course.

FACULTY POSTGRADUATE COURSES

18. Deakin postgraduate students applying for **course transfer** must have completed their first trimester of study or equivalent in the course in which they are enrolled.
19. Students applying for **course transfer** to Faculty postgraduate courses and associated combined courses will normally be required to have achieved a **standard progression rate** of 60% in order to be eligible for transfer.
20. Students must meet any additional requirements specified for admission (if applicable) for the new course.

PROCEDURE

21. Deakin students complete an *Application for Course Transfer* form and submit it to the Faculty by the date specified by the University.
22. Selection via **course transfer** and approval of an **intercampus transfer** will be based on achieved WAM or **standard progression rate** (progression rate is calculated by all passed units/all attempted units) and supporting documentation provided with the Application for Course Transfer Form. This form will be signed and retained by the Faculty. For combined courses involving other faculties, the signature of enrolment officers from each of the component courses will be required.

23. Students applying for **intercampus transfer** on the basis of extenuating circumstances must provide supporting comprehensive documentation substantiating their claims. Financial considerations and circumstances that students were aware of at the time of initial enrolment will not normally be considered as grounds for transfer. Where agreement between members of the Course Selection Committee cannot be reached, a final decision will be sought from the Faculty Admission, Selection and Credit for Prior Learning Committee.
24. The approved *Application for Course Transfer* form must be submitted to the Faculty by the prescribed date (if applicable). The Faculty will normally finalise **transfers** as soon as possible after the release of results for a relevant trimester, and notify students of the outcome at this time. This advice will include information regarding any Credit for Prior Learning that students may be eligible for on the basis of units completed within their current course. CPL will be granted for the new course in accordance with the approved Faculty CPL Framework.
25. Students who wish to proceed with an approved transfer must complete the *Course Transfer Enrolment* form in order to accept the offer of enrolment into the new course. This form must be submitted to DSA by the prescribed date. Deakin International must also be advised of any approved applications for **transfer** in order to create a new offer letter, and to record a new course duration (if applicable), or to advise DIAC that a student visa should be cancelled if students are transferring to an off campus course.
26. Where the course ATAR score for VTAC selection in any year is lower than the equivalent WAM required for internal **course transfer** to Faculty undergraduate courses, further consideration will be given to **course transfer** applicants below the required WAM to ensure that they are not disadvantaged in relation to students applying through VTAC.

Responsibilities

The Dean, Faculty of Business and Law is assigned as the responsible person/compliance officer for these instructions.

Approval	
Authorising Body:	Faculty Board of Business and Law
Date of Approval:	26 November 2010
Comments:	Master document stored on bl_sen_adm server